

PROCEDURE 5 - Emergency Action Plan

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Synopsis

The National Weather Service (NWS) is promulgating Emergency Action Plan procedure to provide requirements related to responding and mitigating the potential consequences of an emergency at NWS sites. This procedure applies to all NWS facilities, work locations and employees with the following exception: NWS operations that are located on another agency's facility that has a standing emergency response program will follow the requirements of that agency.

Initial Implementation Requirements:

- **Analyze Site Operations versus Procedure Requirements**
- **Develop/Obtain Documentation/Information required for Site**
 - Prepare site-specific Emergency Action Plan (EAP) (5.3.1)
 - < Prepare Site-Specific Emergency Route Maps (5.3.1a.1))
 - < Develop/Review/Negotiate/Coordinate Emergency Response Agreements (ERA) (5.3.1b.5)
 - < Designate assembly points and postings. (5.3.1a.1)
 - < Prepare emergency procedures for potential emergency situations. (5.3.1a.2)
 - < Prepare procedures for notification of backup stations for weather forecast.(5.3.1a.4)
 - < Develop procedures for key employees required to remain to operate critical equipment.(5.3.1c)
 - < Provide details of rescue task and medical first aid duties of any volunteer employee. (5.3.1b.5)
 - < Describe types of evacuations needed for the different types of emergencies. (5.3.3)
- **Designate Person to Administer EAP Procedure Requirements**
- **Provide Local Training for Site Personnel**
 - Training of site personnel on EAP (5.3.4a)
 - Training for site personnel to assist the Emergency Coordinator in safe and orderly emergency evacuation of employees. (5.3.4b)
 - Training for Emergency Systems Shutdown (5.3.4c)
- **Inventory Material/Equipment (Procure as required)**
 - Emergency Notification/Alarm Systems. (5.3.2)

Recurring and Annual Task Requirements:

- **Review/Update Documentation/Information required**
 - Update site-specific Emergency Action Plan (EAP) (5.3.1)
- **Provide Refresher Training for Site Personnel (If Applicable)**
- **Conduct Safety Exercises/Drills**
 - Plan/Conduct annual Fire Drill. (5.3.1a.3)
- **Inspect/Replace/Maintain Material/Equipment**
 - Emergency Notification/Alarm Systems. (5.3.2)

Emergency Action Plan Checklist

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Is initial and annual review of this procedure conducted and documented?	5.4.2				
Has an Emergency Coordinator been designated?	5.5.2b				
Has an EAP been developed and implemented to comply with this procedure?	5.3.1 Attachment A				
Does the EAP require the site to post and designate routes and assembly points for emergencies?	5.3.1a(1)				
Are there postings of emergency numbers and points of contact throughout the facility in the event of an emergency?	5.3.1a.4				
Are facility emergency drills conducted at least annually?	5.3.4				
Are procedures developed for notification of backup stations and coordinated with emergency escape procedures?	5.3.1a(4)				
Are emergency evacuation procedures in place for key employees who are required to remain to operate critical equipment?	5.3.1c				
Does the EAP contain a site personnel accountability method?	5.3.1d				

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Does the EAP designate floor/area monitors to account for personnel during an emergency?	5.3.1d(1)				
Does the EAP address adequately trained employees to perform rescue and medical duties, if required?	5.3.1b.5				
Does the EAP include Emergency Response Agreements (ERA) with all outside agencies who would be relied upon to provide services during an emergency, if applicable?	5.3.1b.5				
Are detailed explanations of rescue tasks and medical first aid duties included in the EAP or referenced by the plan and placed in a separate document?	5.3.1b.5				
Are there reporting procedures described in the EAP to address fires and other emergencies?	5.3.1a.2				
Does the EAP address alarm systems to notify employees of various types of emergencies in the work area?	5.3.2				
Does the EAP contain different types of evacuation methods that will be used for various types of emergencies?	5.3.3				

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Are sufficient number of personnel trained to assist in the safe and orderly emergency evacuation of employees and to assist the Emergency Coordinator?	5.3.4b				
Are adequate number of qualified personnel trained to assist in equipment and facility protection in the event of emergencies?	5.3.4c				
Is the site-specific EAP reviewed with all employees annually?	5.3.4a				

5 EMERGENCY ACTION PLAN

5.1 Purpose and Scope

As part of its goal to provide a safe and healthful workplace, the National Weather Service (NWS) is promulgating this Emergency Action Plan to respond to an emergency (e.g., fire, chemical spill, medical emergency, earthquake or other natural disaster, extended power loss, bomb threat, etc.) at NWS sites. This procedure applies to all NWS facilities, work locations and employees with the following exception: NWS operations that are located on another agency's facility that has a standing emergency response program will follow the requirements of that agency.

5.2 Definitions

Designated Responsible Official (DRO). The highest ranking manager at an NWS site, such as the MIC, OIC, or HIC.

Emergency Action Plan (EAP). A written plan for each facility that covers the designated actions NWS personnel must take to ensure employee safety from fire and other emergencies.

Emergency Coordinator. The person in charge of the NWS site during an emergency. This may be the Designated Official or someone appointed by the Designated Official to fulfill the functions of this position.

Evacuation. Evacuation is a protective action taken which removes NWS site employees or the public from harm.

Field Office. A Field Office may include the following: Weather Forecast Office (WFO), River Forecast Center (RFC), Weather Service Office (WSO), and a Data Collection Office (DCO).

Floor/Area Monitor. A person designated to assist the Emergency Coordinator during an emergency. These activities include ensuring evacuation of their floor or area, assisting with accountability, etc.

ERA (Emergency Response Agreement). A formal or informal agreement between the NWS and a response organization which outlines the basic agreement for cooperation during an emergency situation. This agreement should be in writing if possible.

Operating Unit. For the purpose of this procedure, Operating Unit includes the National Centers for Environmental Prediction (NCEP), National Data Buoy Center (NDBC), NWS Training Center (NWSTC), National Reconditioning Center (NRC), Radar Operations Center (ROC), or the Sterling Research & Development Center (SR&DC).

Shelter-in-Place. Shelter-in-Place is a protective action in which NWS site employees and the public are to stay inside their buildings, close windows and turn off ventilation systems.

Station Manager. For the purpose of this procedure, the Station Manager shall be either the NWS Regional Director; Directors of Centers under NCEP (Aviation Weather Center, NP6; Storm Prediction Center, NP7; and Tropical Prediction Center, NP8); Directors of the NDBC,

NWSTC, and Chiefs of NRC, ROC and SR&DC facilities; or Meteorologist in Charge (MIC), Hydrologist in Charge (HIC), or Official in Charge (OIC).

5.3 Procedure

5.3.1 A written comprehensive Emergency Action Plan as required by 29 CFR 1910.38, shall be developed and implemented at each NWS site. The plan shall be integrated into the Station Manual or an existing emergency plan. Attachment A is a template for development of an Emergency Action Plan. Elements of the plan must include:

- a. Emergency escape procedures, routes and assembly points.
 - (1) Emergency escape route maps should be conspicuously posted in the work area showing employees the nearest emergency exit and included into the plan. Assembly points should also be designated on this posting. These assembly points can include a parking lot, neighboring building, a nearby field, street, or in the case of shelter-in-place, inside the building.
 - (2) Emergency procedures for potential emergency situation must be developed. Examples of such situations would be fire, floods, earthquakes, bomb threats, etc. These procedures shall specify what actions are to be taken in each type of emergency and by whom.

NOTE: If the site fire alarm is not connected to the local fire department, the method of contacting the department shall be specified in the plan.
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- (3) Procedures for facility fire drills shall be developed (fire drills shall be conducted at least annually at all NWS staffed locations).
 - (4) Procedures for emergency notification of backup weather forecast stations and associated actions should be developed and coordinated with emergency escape procedures.
- b. List of site emergency response personnel. The emergency phone numbers shall be posted throughout the facility for the following personnel:
 - (1) Emergency Coordinators (for all shifts)
 - (2) Designated Responsible Official (DRO)

NOTE: DRO may act as an Emergency Coordinator unless the function is delegated to another person at the facility.
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- (3) Floor/Area Monitors
- (4) Assistants to physically challenged.
- (5) Volunteers to perform medical and rescue duties, if applicable.

NOTE:

If volunteer employees are to perform rescue and medical duties, they must be identified and provided adequate training. A detailed explanation of what rescue and medical first aid duties these individuals will perform shall be included in the plan or referenced by the plan if placed in a separate document. If outside agencies are relied upon to provide these services, Emergency Response Agreements are recommended to be developed with these agencies as described in NWS Occupational Safety and Health Procedure 23, "Emergency Response Agreements." Emergency Response Agreements related to the Emergency Action Plan (e.g., Fire Department) should be included as attachments to the plan and updated as necessary.

- c. Procedures for employees who are required to remain to operate critical equipment, if applicable. These procedures shall include items such as:
 - (1) What equipment to shut down and in what sequence.
 - (2) Utilities that need to be shut off, such as closing the gas valve or the main power to the building during an emergency.
- d. A method of accountability to ensure that all individuals have evacuated the area or have been accounted for in an emergency.
 - (1) During an evacuation, Floor/Area monitors shall take an accounting of personnel in their area to ensure that all personnel have evacuated or have been accounted for. This information, along with any problems encountered, is reported to the Emergency Coordinator.
 - (2) There shall be an adequate number of monitors appointed to ensure that at least one monitor is on duty during hours of operations, including the night shift. If assistance is required for physically challenged personnel, it is recommended to designate two assistants per each physically challenged person.

5.3.2 Alarm Systems. An employee alarm system must be established in accordance with section 6.3.4 of the NWS Occupational Safety and Health Procedure 6, "Fire Protection." This alarm system shall be used to notify employees of various types of emergencies in the work area.

5.3.3 Evacuations. The Emergency Action Plan shall include the type of evacuation that will be used for various emergencies. The following types of evacuation shall be considered during each type of emergency.

- a. Total evacuation shall be considered during grave emergencies, such as explosion, gas leak or large fire.
- b. Partial evacuation may be considered when a small emergency is contained to a certain section of the facility and it will not place the safety of others located in a different part of the facility in jeopardy. An example of this would be a water leak in the ceiling of a conference room or a fire in another section of the building separated by a fire-wall.
- c. Shelter-in-Place may be chosen when the hazard is external to the building and personnel are safer staying in the facility than evacuating. Examples of this would include tornados, chemical leak from a nearby facility, or a terrorist threat.

5.3.4 Training. Before implementing the Emergency Action Plan, a sufficient number of personnel shall be trained to assist in the safe and orderly emergency evacuation of employees and to assist the Emergency Coordinator during an emergency. Emergency drills shall be conducted at least annually.

- a. The Emergency Action Plan shall be reviewed with all NWS personnel at each facility annually and at the following times:
 - (1) When the plan is initially developed.
 - (2) When a new employee begins duty at a site or facility.
 - (3) When an employee's responsibilities or duties under the plan change, the plan will be reviewed with that employee again.
 - (4) When the plan is changed such that personnel will be affected, a review of the plan and its changes will be reviewed with those personnel.
- b. The Emergency Action Plan shall include training for an adequate number of qualified volunteers to assist in the evacuation and accountability of all personnel at the site. Training shall include:
 - (1) Identification of hazards associated with site and facility.
 - (2) The designation and location of primary and alternate assembly areas as well as safe areas within the building for Shelter-in-Place evacuations.
 - (3) Primary and alternate evacuation routes of egress and use of floor plans to assembly areas.

- (4) Methods of evacuation sweeps for the entire assigned building area.
 - (5) Procedures to account for all employees in the Assembly Areas.
 - (6) Techniques of notification to assigned employees and accountability tasks.
 - (7) Procedures to assist physically challenged personnel.
 - (8) Rescue and medical duty (CPR/First Aid), if required.
- c. The Emergency Action Plan shall include training for adequate qualified personnel to assist in equipment and facility protection in the event of emergencies. Training shall address the following:
- (1) Personnel notification of backup stations and associated equipment shutdown.
 - (2) Protection of equipment and facilities to prevent freezing of pipes and equipment that contain freezable liquids in the event of an extended power loss.
 - (3) Proper sequential equipment shut down procedures to prevent electrical strain on backup and battery sources and to prevent damage to sensitive equipment from electrical surges during restoration of power to the facility.
 - (4) Proper shut down of specific utilities during severe weather episodes.

5.4 Quality Control

5.4.1 Regional or Operating Unit Environmental/Safety Coordinators

- a. Shall perform an annual assessment of the regional headquarter facilities or operating unit to monitor and promote compliance with the requirements of this procedure.
- b. Shall perform assessments or designate personnel to perform assessments of all field offices to monitor and promote compliance with the requirements of this procedure every two years.

5.4.2 Station Manager

Shall review or delegate review, of this procedure on an annual basis to ensure that the facility is complying with its requirements. Confirmation of this review shall be forwarded to the Regional or Operating Unit Environmental/Safety Coordinator.

5.4.3 NWS Headquarters (NWSH)

- a. The NWS Safety Office shall perform an annual assessment of the NWSH facilities to ensure that the facilities are in compliance with this procedure.
- b. The NWSH Safety Office shall periodically perform an assessment of the regional headquarters and field offices to ensure compliance with this procedure. The frequency of these regional and field office assessments shall be determined by the NWSH Safety Office.
- c. Requests for clarification concerning this procedure shall be directed to the NWSH Safety Office.

5.5 Responsibilities

5.5.1 Regional or Operating Unit Environmental/Safety Coordinators

- a. Shall monitor and coordinate to promote compliance with the requirements of this procedure for the regional headquarters, and field offices or operating units.
- b. Shall ensure that the regional headquarters or operating unit facilities have developed and implemented an Emergency Action Plan.
- c. Shall ensure all Regional personnel have reviewed the plan and are aware of their responsibilities as related to the plan.

5.5.2 Station Manager

- a. Shall have oversight over the implementation of this procedure, and ensure that the requirements of this procedure are followed by individuals at the NWS facility.
- b. Shall act as the Designated Official and the Emergency Coordinator unless that function is delegated to another person at the facility.
- c. Shall ensure all affected personnel have reviewed this procedure and are aware of their responsibilities as related to the plan.

5.5.3 Safety or Environmental/Safety Focal Point

Shall ensure that any responsibilities delegated to them by the Station Manager are implemented in accordance with the requirements of this procedure.

5.5.4 Employees

- a. Individual employees affected by this procedure are required to read, understand and comply with the requirements of this procedure.
- b. Report unsafe or unhealthful conditions and practices to their supervisor, safety or environmental/safety focal point.

NOTE: * - Reference WSOM Chapter A-45 for complete list of responsibilities.

5.6 References

Incorporated References. The following list of references is incorporated as a whole or in part into this procedure. These references can provide additional explanation or guidance for the implementation of this procedure.

- 5.6.1 National Fire Protection Association; 101 Operating Features; Fire Exit Drills 101
- 5.6.2 U.S. Department of Commerce Occupational Safety and Health Manual.
- 5.6.3 U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans.
- 5.6.4 NWS Occupational Safety and Health Procedure #6, "Fire Protection."
- 5.6.5 NWS Occupational Safety and Health Procedure #23, "Emergency Response Agreements."

5.7 Attachments

Attachment A. Emergency Action Plan (template)

Attachment B. Emergency Action Plan (WFO Springfield, MO)

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ATTACHMENT A
Emergency Action Plan (*Template*)

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

DATE PREPARED: _____

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at NWS site, such as MIC, OIC, or HIC):

Name:_____ **Phone:** () _____

EMERGENCY COORDINATOR:

Name:_____ **Phone:** () _____

AREA/FLOOR MONITORS (If applicable):

Area/Floor:_____ **Name:**_____ **Phone:** () _____

Area/Floor:_____ **Name:**_____ **Phone:** () _____

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name:_____ **Phone:** () _____

Name:_____ **Phone:** () _____

Date ____/____/____

EVACUATION ROUTES

! Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- a. Emergency exits
- b. Primary and secondary evacuation routes
- c. Locations of fire extinguishers
- d. Fire alarm pull stations' location
- e. Assembly points

! Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _____

PARAMEDICS: _____

AMBULANCE: _____

POLICE: _____

FEDERAL PROTECTIVE SERVICE: _____

SECURITY (If applicable): _____

BUILDING MANAGER (If applicable): _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

Date: _____ / _____ / _____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- ! MEDICAL
 - ! FIRE
 - ! SEVERE WEATHER
 - ! BOMB THREAT
 - ! CHEMICAL SPILL
 - ! STRUCTURE CLIMBING/DESCENDING
 - ! EXTENDED POWER LOSS
 - ! OTHER (specify)_____
- (e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

! Call medical emergency phone number (check applicable):

- 9 Paramedics _____
- 9 Ambulance _____
- 9 Fire Department _____
- 9 Other _____

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.

! Do not move victim unless absolutely necessary.

! The following personnel trained in CPR and First Aid, if immediately available, should provide the required assistance prior to the arrival of the professional medical help:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

! If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- a. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
- b. Clear the air passages using the Heimlich Maneuver in case of choking.

! In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date____/____/____

FIRE EMERGENCY

When fire is discovered:

- ! Activate the nearest fire alarm (if installed)
- ! Notify the local Fire Department by calling _____.
- ! If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

9	Voice Communication	9	Radio
9	Phone Paging	9	Other (specify) _____

Fight the fire ONLY if:

- ! The Fire Department has been notified.
- ! The fire is small and is not spreading to other areas.
- ! Escaping the area is possible by backing up to the nearest exit.
- ! The fire extinguisher is in working condition and personnel are **trained** to use it.

Upon being notified about the fire emergency, occupants must:

- ! Leave the building using the designated escape routes.
- ! Assemble in the designated area (specify location): _____
- ! Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- ! Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- ! Coordinate an orderly evacuation of personnel.
- ! Perform an accurate head count of personnel reported to the designated area.
- ! Determine a rescue method to locate missing personnel.
- ! Provide the Fire Department personnel with the necessary information about the facility.

- !** Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- !** Ensure that all employees have evacuated the area/floor.
- !** Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- !** Assist all physically challenged employees in emergency evacuation.

Date____/____/____

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- ! Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- ! Facilities with **freezing temperatures** should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- ! Add propylene-glycol to drains to prevent traps from freezing
- ! Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- ! Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- ! Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE): _____

MSDS: _____

When a Large Chemical Spill has occurred:

- ! Immediately notify the designated official and Emergency Coordinator.
- ! Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- ! Secure the area and alert other site personnel.
- ! Do not attempt to clean the spill unless trained to do so.
- ! Attend to injured personnel and call the medical emergency number, if required.
- ! Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- ! Evacuate building as necessary

When a Small Chemical Spill has occurred:

- ! Notify the Emergency Coordinator and/or supervisor (select one).
- ! If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- ! Deal with the spill in accordance with the instructions described in the MSDS.
- ! Small spills must be handled in a safe manner, while wearing the proper PPE.
- ! Review the general spill cleanup procedures.

Date ____/____/____

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name _____ Phone Number _____

Name _____ Phone Number _____

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

___ Loud ___ Soft

___ High Pitch ___ Deep

___ Raspy ___ Pleasant

___ Intoxicated _____

Other

ACCENT

___ Local ___ Not Local

___ Foreign ___ Region

___ Race

SPEECH

___ Fast ___ Slow

___ Distinct ___ Distorted

___ Stutter ___ Nasal

___ Slurred _____

Other

MANNER

___ Calm ___ Angry

___ Rational ___ Irrational

___ Coherent ___ Incoherent

___ Deliberate ___ Emotional

___ Righteous ___ Laughing

LANGUAGE

___ Excellent ___ Good

___ Fair ___ Poor

___ Foul _____

Other

BACKGROUND NOISES

___ Factory ___ Trains

___ Machines ___ Animals

___ Music ___ Quiet

___ Office ___ Voices

___ Machines ___ Airplanes

___ Street ___ Party

___ Traffic ___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____ What kind of package? _____
_____ How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57. Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- ! When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- ! Stay away from outside walls and windows.
- ! Use arms to protect head and neck.
- ! Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- ! Stay calm and await instructions from the Emergency Coordinator or the designated official.
- ! Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- ! Assist people with disabilities in finding a safe place.
- ! Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- ! Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- ! Follow the recommended primary or secondary evacuation routes.

If outdoors:

- ! Climb to high ground and stay there.
- ! Avoid walking or driving through flood water.
- ! If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- ! The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- ! Stay calm and await instructions from the Emergency Coordinator or the designated official.
- ! Moor any boats securely, or move to a safe place if time allows.
- ! Continue to monitor local TV and radio stations for instructions.
- ! Move early out of low-lying areas or from the coast, at the request of officials.
- ! If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- ! Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- ! Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- ! Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- ! Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- ! Stay calm and await instructions from the Emergency Coordinator or the designated official.
- ! Stay indoors!
- ! If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - c. Cover windows at night.
- ! Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- ! Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- ! Find a dry shelter. Cover all exposed parts of the body.
- ! If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- ! Stay in the vehicle!
- ! Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- ! Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- ! Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

! Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

! In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate NWS offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Office Station Duty Manual.

The following offices should be contacted:

Name/Location:_____

Telephone Number:_____

Name/Location:_____

Telephone Number:_____

Name/Location:_____

Telephone Number:_____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: _____

Name	Title	Responsibility	Date

ATTACHMENT B
Emergency Action Plan for
Weather Forecast Office, Springfield, MO

January 20, 2000

All components of the Emergency Action Plan have been integrated into Volume I of the Station Duty Manual at the WFO in Springfield, MO. Volume I, also known as the Emergency Station Duty Manual (ESDM) provides guidance for all types of emergencies anticipated at the facility.

REFERENCES

<u>Plan Component</u>	<u>ESDM Section</u>
Training	1.01
Annual Plan Review	1.01 & 1.04
Hazardous Material Spills	2.02
Forecast backup Notification	3.03
Fire	4.01
Natural Disaster	4.01
Evacuation	4.01
Personnel Safety/Security	4.02